

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **LB03122878**

DATE POSTED: 02/18/22

POSITION NO: 242448

CLOSING DATE: **03/11/2022 by 5pm**

POSITION TITLE: **Policy Analyst**

DEPARTMENT NAME / WORKSITE: LB/Office of Navajo Government Development, Window Rock, AZ

WORK DAYS: M-F	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: BQ65A
WORK HOURS: 40	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ 49,318.56 PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ 23.62 PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Performs a variety of analytical and evaluative research of major legislative actions, examines issues and provides a comprehensive analysis of major concerns related to social, political, and cultural solutions for the Navajo Nation government. Work on highly controversial matters that affect the overall Navajo Nation, forge strong political relationships, communicate well, negotiate and compromise if necessary to promote continuity of program goals and objectives of government reform. Study, analyze and research different models of government systems as an alternative forms of government for the Navajo Nation. Develop informational system in government reform pathways for Navajo Nation self-governance, alternative form of governance, regional and district governance, township governance, and/or traditional form of governance. Provide leadership training for the Commission on Navajo Government Development and other Navajo leadership on the variety of self-governance models. Communicates on program activities and performance through reports, statistics, and presentations at program, chapter and Council meetings. Provides awareness, understanding, of support for the protection and preservation of the Navajo tradition and culture. Provide technical guidance on achieving the program's strategic plan, accomplish the goals and objective of the office. Analyze program operations and recommend improvement toward a viable, efficient and effective program management. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Political Science, Public or Business Administration, Public Policy, American Indian Studies, or closely related area; and one (1) year of progressively responsible research related work experience; or an equivalent combination of education and experience.

Special Requirements:

- Posses a Valid State Drivers License.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Excellent research and writing skills mandatory, knowledge of legislative affairs, planning, work simplification, legislative analysis, techniques, and procedures. Knowledge of the Navajo Nation, Federal and State Laws, regulation, and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis. Skill in collecting, analysis and evaluation of information to arrive at sound conclusions recommendations. Skill in interpretation and analysis of legal and quasi-legal documents. Knowledge of the principles of the Diné Fundamental Laws.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.